

CONTRACTING ENTITY

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REQUEST FOR QUOTATION

**concerning an external evaluation within the project: *Teachers Haven Academy for promoting professional Versatility, inner Equilibrium and Networking*
- Teachers' HAVEN
Project number: 101196768**

I. PROCUREMENT PROCEDURE

1. This Request for Quotation is conducted within the framework of Project No. 101196768 entitled **"Teachers Haven Academy for promoting professional Versatility, inner Equilibrium and Networking"**, financed under the Call: ERASMUS-EDU-2024-PEX-TEACH-ACA within the GRANT AGREEMENT concluded between European Education and Culture Executive Agency (EACEA) and OIC POLAND Foundation of WSEI University (coordinator)
2. This Request for Quotation is available on the website of the Project: <https://teachers.learnihub.eu/>
3. Following submission and verification of offers by the Contracting Entity, the Contractor shall be selected based on the evaluation criteria specified in this Request for Quotation.

II. SUBJECT OF THE PROCUREMENT

1. Scope of the Procurement

The subject of this procurement is conducting an external evaluation within the project: *Teachers Haven Academy for promoting professional Versatility, inner Equilibrium and Networking*, further called "Teachers' HAVEN", in the following areas:

2. Common Procurement Vocabulary (CPV)

79315000-5 – Social Research Services



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3. Project Description

The Teachers' HAVEN Academy strives to offer innovative, high quality, research based, blended training programs and resources centered on enhancing the inner equilibrium and well-being, as well as on building a confident foundation in the application of professional skills and increasing professional self-efficacy of both novice and experienced teachers. This focus is expected to yield positive outcomes in classroom performance and increase the attractiveness of the teacher's profession. Additionally, the academy aims to foster a supportive network comprising experienced teachers, experts, and peers who can provide guidance, counselling, and assistance.

The project comprises 6 main work packages (WPs):

- WP1: Project Management, Quality Assurance and Evaluation
- WP2: Research, Needs Analysis and Mapping of Good Practices- aimed at legitimizing the project framework and offering specific directions regarding the creation of the Teachers' HAVEN Academy.
- WP3: Teachers' Sanctuary for Inner Equilibrium- holistic development of teacher's capacities related to self-awareness, self-management, emotional intelligence, resilience, promoting self-empowerment and mental health.
- WP4: Teachers' Self-Efficacy for Professional Versatility - training programme focused on equipping teachers with the competencies and skills necessary to manage the challenges and difficulties within the profession while maintaining a proactive attitude and a sense of purpose and fulfillment.
- WP5: Teachers' Haven Academy – focused on e-learning and a variety of training and knowledge sharing activities (bootcamps, live lectures, mobilities, annual congresses), and support bank.
- WP6: Promotion and Sustainability - wider project rollout focused on building a strong community of Academy experts, students, alumni, as well as stakeholders.

The consortium consists of 10 partners, comprising 5 HEIs, 3 Continuing Professional Development providers, 1 training school, and 1 VET provider from 6 EU countries (PL, IT, ES, CY, RO, PT).

More information on the website: <https://teachers.learniqhub.eu/>

4. Scope of external evaluation

The External Evaluation aims at two objectives:

- to provide a reasoned and empirically grounded judgement on the overall merit, impact, worth and significance of the project;
- to provide formative suggestions in itinere for its improvement during the project life.

The Evaluation should be guided by five macro-criteria, such as relevance, efficiency, effectiveness, impact and sustainability.

The service will adopt a utilization-focused approach and will assure coordination with project partners, with a particular attention to the Quality Control team, also by participating at transnational and/or online meetings of the project partnership.

5. Scope of Duties

The Contractor undertakes to prepare and comprehensively conduct the external evaluation of the project Teachers' HAVEN. In particular, the Contractor shall:

A. Develop evaluation tools for the Project, as well as the Project Evaluation Plan **by 30.09.2026 at the latest.**

The Evaluation Plan shall include at least the following elements:

- evaluation criteria and evaluation questions;
- a description of the research tools to be used during the evaluation process;
- a schedule for conducting the evaluation, taking into account the stages of project implementation;
- a description of the methods and techniques for data collection, analysis, and assessment to be applied during the evaluation;
- arrangements for the organization of work.

B. Prepare interim evaluation reports on training effectiveness during the pilot phase **by 31.10.2027 at the latest**

C. Prepare the Final Evaluation Report **by 15.03.2028 at the latest.**

The reports (both interim and final) shall contain at least:

- a description of the objectives, subject matter, and scope of the evaluation;
- a description of the tools used during the evaluation;
- the methodology applied;
- a description of the evaluation process and any limitations (problems encountered during implementation);
- a presentation of the research and analysis results;
- conclusions and recommendations, whereby the recommendations shall be practical in nature and directly related to the Project.

The reports must be approved by the Project Manager and signed by the Contractor.

6. Deliverables and deadlines

- a) Project Evaluation Plan should be delivered by 30.09.2026 at the latest.
- b) Interim Evaluation Report should be delivered by 31.10.2027 at the latest.
- c) Final Evaluation Report should be delivered by 15.03.2028 at the latest.

7. Delivery format

All deliverables shall be produced in English and delivered in the form of electronic paper, approved by the Contracting Entity.

8. Communication format

Communication between the Contracting entity and the Contractor should be conducted in English.

9. Additional Requirements

- a) The Contracting Entity reserves the right to modify the planned service delivery schedule.
- b) The Contracting Entity reserves the right to conduct price negotiations with the selected bidder(s).



- c) The Contractor shall be obliged to permanently display the **Teacher's HEVEN** logo, the EU logo required for projects financed under the Erasmus+ Program and the proper disclaimer. The following disclaimer must be used:

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III. ELIGIBILITY REQUIREMENTS

1. Eligible Applicants

The procurement procedure is open to:

- A natural person (individual contractor) possessing the knowledge, qualifications, and experience necessary to perform the contract (the applicant indicates his/her own name); or
- A contractor delegating one or more named individuals who will act as experts - evaluators and possess the knowledge, qualifications, and experience necessary to perform the contract.

2. Requirements

A. Relevant Professional Experience

The contractor conducted:

- at least 2 comparable evaluations completed with the last five years;
- at least 1 comparable evaluation completed on international level, covering at least 3 different EU countries.

"Comparable evaluations" means evaluation assignments completed that are similar in terms of one or more of the following:

- subject matter or sector;
- type of programme, or intervention evaluated.

Method of verification:

The Contracting Entity will consider this requirement fulfilled if the individual designated to perform the contract demonstrates the above experience.

Compliance shall be confirmed through:

- submission of a **List of Completed Services** (Appendix No. 2);

Verification: Meets / Does Not Meet the Requirement

B. Qualifications of the Evaluator(s)

The contractor possesses appropriate resources for conducting evaluation. It is required to involve at least 2 persons with academic qualifications and relevant professional experience in evaluation.

Method of verification:

The Contractor shall present CVs of the persons and complete Appendix No. 3 – Additional Experience, indicating, among other things, at least **two relevant assignments** during last 5 years. Relevant assignments are those involving the evaluation, assessment, review, monitoring, or impact analysis of projects, programmes, policies, or initiatives comparable in scope and complexity to the subject of this tender.

Verification: Meets / Does Not Meet the Requirement

3. Economic and Financial Standing

Applicants must be in an economic and financial situation ensuring proper performance of the contract.

Method of verification:

No specific requirements are imposed. Compliance shall be confirmed through a written declaration included in the Offer Form (Appendix No. 1).

4. Absence of Personal or Capital Links

The Contractor must not be personally or capital-wise affiliated with the Contracting Entity.

Entities having personal or capital links that may affect the impartiality of the procurement procedure shall be excluded. Such links include, in particular:

- a) participation in a company as a partner in a civil-law partnership or commercial partnership, holding at least 10% of shares or stock, serving as a member of a management or supervisory body, commercial proxy, or attorney-in-fact;
- b) marriage, kinship, affinity, adoption, guardianship, custodianship, or cohabitation with the contractor, its legal representative, or members of management or supervisory bodies;
- c) any legal or factual relationship giving rise to justified doubts regarding impartiality or independence in connection with the procurement procedure.

Method of verification:

By signing the Offer Form and submitting the Declaration of No Capital or Personal Links (Appendix No. 1), the Contractor confirms compliance with this requirement.

IV. EXCLUSION FROM PARTICIPATION IN THE PROCUREMENT PROCEDURE

1. Personal and Capital Links

Entities that are personally or capital-wise affiliated with the Contracting Entity, persons authorized to incur obligations on behalf of the Contracting Entity, or persons involved in preparing and conducting the contractor selection procedure on behalf of the Contracting Entity may not participate in this procurement procedure.

Such affiliations include, in particular:

- a) participation in a company as a partner in a civil-law partnership or commercial partnership, holding at least 10% of shares or stock (unless a lower threshold results from applicable law), serving as a member of a management or supervisory body, commercial proxy, or attorney-in-fact;



- b) being married to, related by blood or affinity in the direct line, related by blood or affinity up to the second degree in the collateral line, connected through adoption, guardianship or custodianship, or cohabiting with the contractor, its legal representative, or members of the management or supervisory bodies of contractors applying for the contract;
- c) maintaining a legal or factual relationship with the contractor that gives rise to justified doubts as to impartiality or independence in connection with the procurement procedure.

2. Other Grounds for Exclusion

The Contracting Entity shall exclude from participation any bidder who, within the three years preceding the initiation of the procedure:

- a) caused damage to the Contracting Entity by failing to perform or improperly performing an obligation, unless such failure resulted from circumstances beyond the bidder's control;
- b) refused to sign a contract with the Contracting Entity despite being selected;
- c) does not meet the participation requirements, including lacking the qualifications, authorizations, or licences required to perform the contract.

3. Failure to Provide Required Documents

The Contracting Entity shall exclude bidders who fail to submit documents confirming compliance with the participation requirements, or where the submitted documents indicate grounds for exclusion.

4. Rejection of Offers

An offer shall be rejected if the bidder:

- a) submits an offer inconsistent with the provisions of this Request for Quotation;
- b) submits an incomplete offer that does not contain the declarations or documents required by this Request for Quotation;
- c) provides false information;
- d) fails to meet the participation requirements.

5. Abnormally Low Price

The Contracting Entity reserves the right to exclude a bidder whose offered price is deemed abnormally low.

If the offered price appears unreasonably low in relation to the subject matter of the contract and raises doubts as to the bidder's ability to perform the contract properly, particularly where it is more than 30% lower than the estimated contract value or the arithmetic average of all submitted offers, the Contracting Entity may request explanations regarding the elements affecting the price.

The Contracting Entity shall reject an offer if:

- a) the bidder fails to provide explanations within the specified deadline; or
- b) the submitted explanations and evidence confirm that the offer contains an abnormally low price in relation to the subject matter of the contract.

The burden of proving that the offer does not contain an abnormally low price rests with the bidder.

6. No Legal Remedies

No legal remedies shall be available to bidders in connection with exclusion from the procedure or rejection of an offer.

V. OFFER EVALUATION CRITERIA

1. Two-Stage Evaluation Process

The evaluation process shall consist of:

Stage 1 – Formal Evaluation

Stage 2 – Substantive Evaluation

2. Formal Evaluation

The formal evaluation shall be conducted immediately after receipt of the offers and shall verify whether the submitted offers meet the formal requirements specified in this Request for Quotation.

3. Grounds for Rejection During Formal Evaluation

The Contracting Entity shall reject offers if:

3.1 Late Submission

The offer was submitted after the submission deadline.

3.2 Missing Documents

The offer does not include:

- a) completed and signed Appendix No. 1 – Offer Form;
- b) completed and signed Appendix No. 2 – List of Completed Services;
- c) completed and signed Appendix No. 3 – Additional Experience;
- d) CVs containing a personal data processing consent clause;

4. Failure to Meet Mandatory Requirements

An offer shall be rejected if it does not meet the mandatory requirements.

5. Advancement to Substantive Evaluation

Only offers meeting the formal requirements shall proceed to substantive evaluation and selection of the most advantageous offer.

6. Award Criterion

The sole evaluation criterion shall be:

Price – maximum 100 points

The criterion shall be the gross price for performance of the entire contract.

Points shall be awarded according to the following formula:

$$C = (C_{min} / C_0) \times 100$$

where:

C – number of points awarded to the offer;

C_{min} – lowest price among valid offers;

C₀ – price of the evaluated offer.



The maximum number of points available under the price criterion is **100 points**.

All calculations shall be performed to two decimal places.

The valid offer obtaining the highest number of points shall be deemed the most advantageous. In the event of a tie, the lower price shall prevail.

VI. PREPARATION OF THE OFFER

1. The offer may be submitted only using the form provided in **Appendix No. 1** to this Request for Quotation.
2. The offer shall include both the unit price and the total price of the service, expressed in **euro (EUR)** as a gross amount, stated both numerically and in words.
3. The offered price must include all costs related to performance of the contract, including VAT and any other applicable taxes and social security contributions (where applicable to natural persons not conducting business activity).
4. Required Attachments

The offer shall include:

- a) Appendix No. 1 – Offer Form;
- b) Appendix No. 2 – List of Completed Services;
- c) Appendix No. 3 – Additional Experience;
- d) CVs containing a personal data processing consent clause.

VII. FORM, PLACE AND DEADLINE FOR SUBMISSION OF OFFERS

1. Offers shall be submitted electronically to the address: sekretariat@oic.lublin.pl by **31.07.2026**.
2. The offer shall be submitted by uploading the required documents as attachments in a format preventing further modification (e.g., PDF).
3. The offer must be submitted:
in electronic form bearing a **qualified electronic signature**, by a person authorized to represent the Contractor.
4. The Contractor may amend or withdraw a submitted offer. Any amendment or withdrawal shall be effective only if made before the expiry of the offer submission deadline.

Prezes Zarządu
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